

Question 19 (12 marks)

- (a) Why is it essential to tag electrical equipment? 2

Tag electrical equipment refers to tag or check those ~~electrical equipments~~ ~~electrical equipments~~ routinely, specially in <sup>any</sup> construction environments etc. Tagging electrical ~~equipment~~ equipments can minimize the chance of electronic accidents by identifying and controlling the risk associate with electrical equipments.

- (b) Analyse the human and organisational costs faced by a business as a result of workplace injuries. 6

When a workplace ~~injury~~ injury occurred, human costs and organisational costs are the main costs.

Human cost: As a person is ~~injured~~ injured, he may be ~~not~~ not able to work for a period of time or even ~~permanently~~ lost the work ability ~~forever~~ <sup>forever</sup> and which would depresses the person and which can causes the change of relationship between the person and his family and friends.

Organisational cost: As workers are injured and not being able to ~~return~~ return to work, an organisation need to cost money and time to find more workers ~~to replace~~ and necessary ~~to~~ training for ~~a~~ new workers cost ~~to~~ ~~an~~ organisation's time and money. ~~also~~, accident ~~can~~ <sup>occurred</sup> may damage an organisation's equipments and organisation need to ~~at~~ ~~repair~~ repair those equipments.

Question 19 continues on page 12

- (c) Write a memorandum to be distributed to all staff informing them of the purpose and content of Material Safety Data Sheets (MSDS).

## M E M O R A N D U M

To: All staff

Date: 27/10/10

Re: HRD.

From: Human Resources Department

The purpose and content of Material Safety Data Sheets (MSDS) need to be known by all staff. MSDS is used when there are ~~dangerous~~ dangerous chemical<sup>s</sup> being stored. A MSDS gives instruction of how to use or handle the chemical and gives detail of ingredients of the chemical. It also provides detail of first aid information. When writing a MSDS, staff need to refer to the chemical's name, ingredients and precaution and direction of how to handle or use the chemical. Also first aid information need to be provided in case people get injury by using the chemical.

End of Question 19